

14 September 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Discussions in the Office of Personnel Regarding  
Records Officer [REDACTED]

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1. Some time in June, 1967, [REDACTED] came to see me to say she was unhappy with conditions in the Office of Personnel. She said she had spoken to her supervisor [REDACTED] (X6772) Chief, Administrative Staff, Office of Personnel, and he approved her coming to see me.

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2. She said [REDACTED] did not understand Records Management and did not know what she was doing. He had down graded her position from a GS-11 to a GS-10. That being the case she had no chance for advancement and would accept an assignment elsewhere. She said she was happy with the job but her future is hopeless there. I told her we had no openings. I reminded her he was her boss. I cautioned her to be a good employee at all times. I urged her to explain her work to him. Give him reports. She said he didn't want them. I asked her to give me a report of her activities and I would talk with him. A week or so later she sent me a copy of her report for the year.

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3. July fifth [REDACTED] called and asked to see me. I said I'd come right over. He asked me to arrive while Joan was at lunch. Later he called to ask me to meet him in the library since she was not going out. I did. I explained to him the Agency Records Program and the duties of Records Officers. I quoted from Joan's report often and said it was a good one. He said he had not seen it. I said she was an excellent Records Officer, doing a good job by our standards, and he was lucky to have her. I did not know anyone in O/Personnel as capable in records management or able to replace her in that job. I told him she, as a grade 10, was the lowest grade of all DDS records officers except for [REDACTED] (9) in the Office of the DDS, who only carried the title and did little or no actual records management type work. Finally I said his statement to me that Joan wanted to leave Office of Personnel was not the way I understood Joan. I said she told me she was happy with her work in Office of Personnel but was frustrated because her work was not understood or appreciated and that she told [REDACTED] she felt hopeless and without a future when he down graded her position. In that environment she felt it was useless to stay there.

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4. On 3 August [REDACTED] called to tell me had spoken to Miss [REDACTED] and she agreed to release Joan, so if I had any assignment for her she was available. I asked and he said he had not read her annual report yet. During a discussion with Joan (6 September) regarding

Insurance Branch files she mentioned that [REDACTED] (X3685) had come in to do an audit of the Records position. She explained that while [REDACTED] was on leave she spoke to [REDACTED] said she had not understood [REDACTED] brief chat with her in the same light that Joan stated the situation. [REDACTED] then requested the position review. Joan stated that when Classification Analyst [REDACTED] arrived, [REDACTED] talked with him for over an hour before he came to see her.

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5. On 11 September [REDACTED] came to my office and requested the names and grades of all Records Officers in the Agency. I gave him a list of 64 names but I did not have the grades for him. I then related to him the foregoing events as described above.

STATINTL

CIA Records Administration Officer